

Job Description - Director of Fundraising

The Kenosha Pride, Inc. Director of Fundraising is responsible for making contact and maintaining relationships with outside entities to financially support Kenosha Pride, Inc. and its activities. The Director of Fundraising will use a variety of methods to support this directive, from soliciting direct financial support, in-kind donations, sponsorship, or recurring financial support. The Director of Fundraising will work with other members of the Kenosha Pride, Inc. Board of Directors to determine fundraising needs and a plan to execute. The Director of Fundraising reports to a designated member of the Executive Committee of the Board of Directors.

Responsibilities:

1. Director of Fundraising shall review the approved budget and determine the needs of the organization.
2. Director of Fundraising shall work with the Director of Finance to review the current financial statement(s) of the organization.
3. Director of Fundraising, in conjunction with the Director of Finance and designated Executive Committee Member, shall create fundraising goal(s) for the fiscal year.
4. Director of Fundraising shall make every attempt to ensure growth of a prudent reserve to protect the organization financially.
5. Director of Fundraising shall make contact and maintain relationships with businesses, organizations, or other outside entities that will help advance Kenosha Pride, Inc.'s fundraising goals.
6. Director of Fundraising shall create committees as needed to help advance Kenosha Pride, Inc.'s fundraising initiatives (examples may include: Sponsorship Committee, In-Kind Donation Committee, Long Term Giving Committee, etc).
 1. Director of Fundraising shall maintain communication with all committee chairs to provide the Board of Directors with updates on fundraising initiatives and targets.
 2. Director of Fundraising shall act as the liaison between the Board of Directors and Committee Chairs, relaying information pertinent to their work and goals.
7. Director of Fundraising shall attend all meetings of the Board of Directors, events, and other meetings necessary, in compliance with the Kenosha Pride, Inc. ByLaws.
8. Director of Fundraising shall accept additional responsibilities as provided by the President of Kenosha Pride, Inc. or a majority of members of the Board of Directors.
9. Director of Fundraising shall elicit a positive professional self-image while acting in the official capacity of Director of Fundraising.